



Superior Court of the State of California
County of Kings
 449 "C" Street, Lemoore, CA 93245

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON
 THE PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

CIVIL HARASSMENT PACKET
Packet Purchase Price: \$10.00

Form Number	Name of form:	Form last revised on:	Number of pages:
Information ONLY forms (do not make copies of or file these forms):			
CH150	Can A Civil Harassment Restraining Order Help Me? (CH)	01-01-05	2
CH135	What Is "Proof of Service"? (Civil Harassment)	01-01-05	2
Forms needed to open a case, apply for temporary orders, and retrieve a hearing date:			
CH100	Request For Orders To Stop Harassment (Civil Harassment)	01-01-07	4
CH120	Notice of Hearing And Temporary Restraining Order (CLETS)	01-01-07	4
Forms served blank to the person you want protection from, along with CH100 and CH120:			
CH110	Answer To Request For Orders To Stop Harassment (CH)	01-01-05	3
CH151	How Can I Answer A Request for Orders To Stop Harassment?	01-01-05	2
If you qualify for a fee waiver, complete Application for Waiver of Court Fees and Costs and file it with this request:			
CH101	Request And Order for Free Service of Restraining Order (CH)	01-01-07	2
Form completed after service is performed (see CH135):			
CH130	Proof of Personal Service (Civil Harassment)	01-01-05	1
Forms used after Hearing:			
CH140	Restraining Order After Hearing To Stop Harassment (CLETS) (Civil Harassment)	01-01-07	3
Form used after service of the Restraining Order After Hearing			
CH131	Proof of Service by Mail	01-01-05	1

Filing fees are as follows:

- ◆ **Request For Orders To Stop Harassment**
 (petitioner or person asking for protection) * **\$ 320.00**
- ◆ **Notice of Hearing and Temporary Restraining Order**
or other paper requiring a court hearing **\$ 40.00**

* If the **Request For Orders To Stop Harassment** (Form CH100) or **Answer To Request For Orders To Stop Harassment** (Form CH110) indicates any threat of physical harm or violence, the fee can be waived. This is reviewed by the clerk for the following boxes to be checked on page 4, Item 16 of Request and/or on page 3, Item 12 of the Answer.

Please be aware of the following information:

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are NOT PERMITTED to, NOR WILL THEY give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office. Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney

Assistance may be obtained from:

- ☒ **Self-Help Center** located online at www.courtinfo.ca.gov. Judicial Counsel forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.

Information regarding the filing fees:

- If applying for the filing fee to be waived, the following forms must be completed and submitted with your first paper:

Application for Waiver of Court Fees and Costs (Form # 982(a)(17)),

Order on Application for Waiver of Court Fees and Costs (Form # 982(a)(18))

- If you are going to ask the Sheriff to serve your restraining order for free, in addition to the forms mentioned above, you must also complete and file the following form with your Request:

Request and Order for Free Service of Restraining Order (form #CH101)

Preparing documents for filing:

- ❖ All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- ❖ The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- ❖ Each original form submitted for filing must be two-hole punched at the top.
- ❖ Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

Do I complete all the forms?

No, not all forms included in this packet are filed with the ***Request For Orders To Stop Harassment (Civil Harassment)*** (form CH100) or the ***Notice of Hearing And Temporary Restraining Order (CLETS)*** (form CH120). There are forms in this packet that will be utilized at a later time, depending on your circumstance.

How many copies do I make?

Make one copy for each party to be served in this case and an extra copy for yourself.

How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

Each **set** of forms must be *stapled* (example: a multiple page form is stapled with any specified attachments as a set).

What do I do with my forms?

Submit your completed and assembled forms to the clerk's office for filing. The original and copies of the ***Notice of Hearing And Temporary Restraining Order (CLETS)*** (form CH120) will be submitted to Judge for review and signature. After processing your copies will be stamped with a case number, a hearing date, conformed and will be ready for pick-up. It is your responsibility to follow up on your case.

See Form CH135 – **“What is a Proof of Service”?** for detailed information on who and how to serve.

What happens if I can't get the orders served before the hearing date?

The hearing will not be held the party has not been served or service has not been attempted.

At least (5) five days prior to the hearing: contact the ***Calendar desk*** at (559) 582-1010 ext 3078 to take hearing off calendar. You will need to follow up with a letter confirming taking the matter off calendar.